

Addressing Request Form Frederick County, Maryland



Frederick County, MD Enterprise GIS

Division of Permitting & Development Review / Department of Permits & Inspections, 30 North Market Street, Frederick, MD 21701

***Required Information**

***Type of Request (check all that apply):**

- ☐ New Construction ☐ Existing Verification ☐ Suite Assignment ☐ Single Family ☐ Multi-Family
☐ Tenant House ☐ Duplex ☐ Commercial ☐ Industrial ☐ Change of Address ☐ Other: _____

***Reason for Request:**

Property Information:

- *Current or Parent Parcel Address: _____
*Parcel Tax Identification Number (Available from MD Dept. of Assessments 301-815-5350): _____
*Property Parcel Number: _____
*Lot Number (If applicable): _____
*Subdivision Name (If applicable): _____
*Adjoining or nearby addresses: _____

*A building location plan showing the entrance to the lot and/or structure to be addressed and/or site plan for address determination.

Please Note: A copy of the requesting property's deed may assist in expediting the process of address assignment.

Requestor Contact Information:

- *Name: _____ *Phone: (_____) _____ - _____
*E-mail: _____
*Current Mailing Address: _____
*Signature of Requestor: _____ *Date: ____/____/____

Submission: Addressing requests must be submitted in person to the Division of Permitting & Development Review / Department of Permits & Inspections located at 30 North Market Street, Frederick, MD 21701.

Addresses will be issued 2-10 County business days.

For addressing questions please call 301-600-1013.

OFFICIAL USE ONLY

Date Received by IIT/GIS: ____/____/____
Date Entered into GIS DB for Attribution: ____/____/____
Address to be assigned by parcel/lot number referenced above: _____

Date of Notification: ____/____/____
Date of Permit Address Changed: ____/____/____

NOTE: The new address is to be displayed and posted in accordance with Section 05-01-362 of the Frederick County Fire Prevention Code (copy of requirements attached).